

VDC Road Map  
Steps and Forms description

TO 56.1.2  
Attachment A

VDC RoadMap				
Step	Step Name	Description	Form Owner	Form Last Revised
1	Security Request	Developers go through different security levels to get access to the different servers of dev/test environm		
	Forms attached			
	EDLAN Access Request Form	Grants access to the EDLAN		
	Security Request Form	Grants access to different servers at the VDC, general security clearance is required	D. Elliott/Jim Cunningham	
	General Security Clearance	Provides personal general security clearance	Joel Clark (SFA)	
2	VDC Preliminary Requirements	Provide VDC Staff with preliminary requirements at pre IRB stages		
	Forms attached			
	Preliminary Requirements for VDC Resources form	Provides the VDC staff with advance notice of pending requirements and identify major cost drivers of projects putting together a business case	ITA Ops Team	
3	Peer Review	IRB		
	Forms attached			
	Business Case Cost Estimating Model	In the process of being published. Once officially published it will be included in the RoadMap	Joseph Miranda (SFA)	tbd
4	IRB Approval	Business Case approved by the Investment Review Board (IRB)		
5	VDC/ITA Planning Documents	Provides key dates and hardware and software requirements to the VDC and the ITA Dev. Team		
	Forms attached			
	VDC Project Planning Schedule	Provides key dates affecting CIO and VDC. Project schedule is reviewed every Tuesday in the VDC Transition Planning Meeting	ITA Ops Team	
	Form for applications entering ITA	Provides tech arch information and hardware and software requirements to the ITA development team for projects entering the ITA environment	ITA Dev Team	
6	Signed TO	Task Order Proposal is officially signed by SFA		
7	Application Readiness Review Checklist Distribution	ARR checklist is distributed by the ITA/OPS team together with the documents required by the VDC		
	Forms attached			

# VDC Road Map Steps and Forms description

TO 56.1.2  
Attachment A

<b>VDC RoadMap Step</b>	<b>Step Name</b>	<b>Description</b>	<b>Form Owner</b>	<b>Form Last Revised</b>
	Application Readiness Review Checklist	Prepares application development teams for the PRR	ITA Ops Team	
	Callout list	system failure or if problems occur; should include all technical support groups	VDC (CSC)	
	Service Level Agreement (SLA)	Establishes services level targets such as application up-time and system availability	Dave Lass VDC (CSC)	
	Diagnostics list	providing a description of all dependencies on other systems and among hardware items.	Dave Lass VDC (CSC)	
	Installation Guidelines	Details the steps required to perform a complete system re-install if required	Dave Lass (VDC)	
<b>8</b>	<b>Draft TechArch Design</b>	<b>Provides information to allow CSC to do their ROM estimates for cost and provision</b>		
	<b>Forms attached</b>			
	Request of VDC ROM (not a form)	Assess the preliminary requirements that a team will need	n/a	
<b>9</b>	<b>CM Plan</b>			
	<b>Forms attached</b>			
	CM Plan	Provides a template for development teams to develop a Configuration Management for their projects		
	CM Sample	Provides a sample on how the EAI team has created its CM plan		
<b>10</b>	<b>Final Tech Arch Design</b>	<b>Final Tech.Arch design is forwarded to the VDC</b>		
<b>11</b>	<b>SFA/CSC/ED IT Services Request Forms requesting several services from VDC/IT Services</b>			
	<b>Forms attached</b>			
	SFA CIO IT Services Request Form	Request purchasing of services from IT Services	IT Services	
	OCIO Request for Change (RFC)	Request changes which impact ED CIO	CIO ED	
	CSC Change Request Form	Request changes in VDC environments	Dave Lass VDC (CSC)	
	DNS Request (not a form)	Process for requesting a new DNS address	n/a	
<b>12</b>	<b>CSC TO Signed</b>	<b>SFA approval for CSC to proceed with provisioning</b>		

VDC Road Map  
Steps and Forms description

TO 56.1.2  
Attachment A

VDC RoadMap				
Step	Step Name	Description	Form Owner	Form Last Revised
<b>13</b>	<b>Network Certification</b>	<b>certification for all software to be loaded on the ED Network or user desktop (if applicable)</b>		
	<i>Forms attached</i>			
	Request for Change (RFC)	Used for all OCIO requests as well as any VDC Network request that impact	Ron Selvedge (ED OCIO)	
<b>14</b>	<b>VDC Required Documents</b>	<b>Documents required by the VDC to run the application in production. The VDC will officially sign off on the docs before the PRR</b>		
	<i>Forms attached</i>			
	Call out list	system failure or if problems occur; should include all technical support groups	VDC (CSC)	
	Operations Level Agreement (OLA)	Establishes services level targets such as application up-time and system availability	Dave Lass VDC (CSC)	
	Diagnostics list	providing a description of all dependencies on other systems and among hardware items.	Dave Lass VDC (CSC)	
	Operations Checklist	Questions directed at describing the system environment	Dave Lass VDC (CSC)	
	Responsibility Matrix	Identifies the personnel accountable for the different functions	Dave Lass VDC (CSC)	
	Run Book	Identifies all the functions necessary to support an application running in the VDC; also specifies who is responsible for performing each function	Dave Lass VDC (CSC)	
	Installation Guidelines	Details the steps required to perform a complete system re-install if required	Dave Lass (VDC)	
<b>15</b>	<b>Environments Delivery</b>	<b>Dev/tst/prod environments made available (as required)</b>		
<b>16</b>	<b>Stress Test</b>	<b>Includes Load and Capacity test if applicable</b>		
<b>17</b>	<b>Complete ARR Checklist for AMT Review</b>	<b>Review of the ARR checklist with the ITA/OPS team to be prepared for the PRR</b>		
<b>18</b>	<b>PRR</b>	<b>Production Readiness Review</b>		
	<i>Forms attached</i>			
	Production Readiness Process and Checklist		Checklist of documents required for the Production Readiness Review	SFA ECAD